

INFORMATION FOR OPEN COMPETITIVE APPLICATION and EXAMINATION PROCESS FOR POLICE OFFICER

PLEASE READ CAREFULLY – NO EXCEPTIONS

QUALIFICATIONS

- U.S. CITIZEN: Applicant must be a citizen of the United States.
- AGE: To be eligible for appointment to the Willoughby Hills Police Department, applicant must be age 21 on or before the date of the written examination and in accordance with Ohio Revised Code 124.1 “no person shall be eligible to receive an original appointment after his or her 35th birthday.” However, the commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 25 years of service in the Police and Fire Pension System by age 65.
- EDUCATION & TRAINING: Completion of a high school education or equivalent and a valid Ohio driver license is required. Applicant must have their Ohio Peace Officer Training Academy (OPOTA) Certification to apply.
- PHYSICAL CONDITION: To be certified, applicant must be able to pass a physical agility test, medical examination, psychological assessment, and any and all other tests required by the Commission.

APPLICATIONS

- Application forms will be available at Willoughby Hills City Hall, 35405 Chardon Road, Willoughby Hills, Ohio, beginning on Tuesday, January 19, 2016, through Friday, January 25, 2016, from 9:00 a.m. to 4:00 p.m.
- FILING DEADLINES: Application packets will be accepted beginning at 9:00 am on Tuesday, February 2, 2016, through Friday, February 5, 2016, from 9:00 a.m. to 4:00 p.m. The **first 100** applicants will be processed. NO APPLICATIONS WILL BE ACCEPTED AFTER 4:00 p.m. on Friday, February 5, 2016 (this also applies to those submitted via certified mail).

- NOTARIZATION: **All applications must be NOTARIZED.**

- FILING FEE: A non-refundable filing fee of twenty-five dollars (\$25.00) is payable at the time the application is filed. **(EXACT CASH ONLY)** No applications will be accepted without payment of filing fee.

- REFERENCES: Every application must be accompanied by letters of reference from not less than three (3) reputable citizens, preferably residents of Lake County, registered voters, not holding any elected or appointive city, state or county offices, each certifying that he/she has been personally acquainted with applicant for at least the last two (2) years and believes the applicant to be of good moral character, of correct and orderly deportment, of temperate and industrious habits, and in all respects fit for the service he/she wishes to enter. Additional information concerning the applicant may be sought from these citizens. Additional references

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.

may be required in any case at the discretion of the Commission or Appointing Authority.

DOCUMENTS TO BE
ATTACHED:

Applications must be accompanied by **photocopies** of all documents requested in the information form.

- 1. Birth Certificate or Proof of U.S. Citizenship**
- 2. High School Diploma or Equivalent**
- 3. Valid Ohio Driver's License**
- 4. Three (3) Letters of Reference**
- 5. Ohio Peace Officer Training Certification (OPOTC)**
- 6. Police Officers Physical Agility Test (If unavailable at the time of application, it must be obtained, at the candidates expense, before appointment.)**
- 7. College Diplomas (Associate, Bachelors, Advanced Degrees)**
- 8. Military Discharge Papers or Current Military I.D.**

***NO ORIGINAL DOCUMENTS WILL BE ACCEPTED AS THEY CANNOT BE RETURNED. SUBMIT PHOTOCOPIES OF DOCUMENTS ONLY.**

EXAMINATION PROCESS

WRITTEN EXAMINATION: **A written examination will be given at The Willoughby Hills Community Center, 35400 Chardon Road, Willoughby Hills, Ohio, on Saturday, February 27, 2016, at 10:00 a.m.** A valid driver license with photo will be required at sign-in. The wearing of any form of uniform by applicants is prohibited. Any changes will be clearly explained before the beginning of the testing process. No one will be admitted to the examination after it has started.

The Commission will use the Ohio Law Enforcement Selection Inventory (OH-LESI) Written Examination from I/O Solutions, Westchester, IL. The OH-LESI is a two-part examination that provides a comprehensive assessment of job-related personality traits and problem-solving abilities. Study materials are available through I/O Solutions at www.publicsafetyrecruitment.com.

PHYSICAL AGILITY TEST: Applicants will be required to successfully complete a physical agility test consistent with the physical requirements of the position description. Currently, the City of Willoughby Hills is accepting the Police Officers Physical Agility Test offered by Cuyahoga County Community College. Candidates must have successfully completed the Test prior to appointment. The cost of acquiring this certificate is at the applicant's own expense. Applicant shall be permitted to complete the Physical Agility Test prior to appointment.

ORAL BOARD INTERVIEW: Applicants may be required to complete one or more oral board interviews with department staff members, civil service commission members, and city administrators.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.

OTHER EXAMINATIONS: An extensive background investigation, a truth verification exam, and, upon a conditional offer of employment, applicants will be required to successfully complete a psychological screening and a medical examination consistent with the requirements of the position description and the Ohio Police and Fire Pension Board.

GENERAL INFORMATION: The entire applicant evaluation process and examinations will be based on the requirements specified in the position description provided to each applicant. Applicants should carefully review this information to ensure they meet the necessary requirements.

Because of the public records laws of the State of Ohio, the identity of applicants and application materials cannot be considered to be confidential.

ESTABLISHMENT OF LISTS AND APPOINTMENT PROCEDURE

ELIGIBILITY LISTS: A list of applicants ranked according to their scores from which the certified list is drawn is called the "ELIGIBILITY LIST". Total score consists of the score on the written examination plus any such extra credit points as applicant has applied for and been granted.

CERTIFIED LISTS: When a vacancy occurs in the Police Department, the Commission is required to submit to the Safety Director a "CERTIFIED LIST" of the ten (1) highest ranking applicants from the ELIGIBILITY LIST. The Safety Director may appoint anyone on the CERTIFIED LIST, after said person has successfully completed all other examinations.

PLACEMENT ON LIST: An applicant must receive a passing score on the testing process in order to be placed on the ELIGIBILITY LIST. Standing on the list will be based on the applicant's composite score (including extra credits described below). Applicants with identical scores will be listed in the order in which their applications were filed.

DURATION OF ELIGIBILITY LIST: ELIGIBILITY LISTS shall remain in force for not longer than two (2) years, however, after one (1) year the Commission may abolish the standing list and hold new examinations as they see fit. The Commission may also combine two or more ELIGIBILITY LISTS to create one large list.

THE APPOINTMENT: When the Safety Director has requested and received from the commission a CERTIFIED LIST of applicants for a position, he/she may select any one or more of the applicants so certified for the appointment. He/she may require personal interviews and/or additional testing if deemed necessary to make the best choice.

EXTRA CREDIT: Applicants eligible for and wishing to claim extra credit for college-level study in any field must file appropriate documentation with the Commission at the time of application. Failure to do so will forfeit claim to such extra credit. College-level study in any field will include any successfully completed courses normally

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.

required for attainment of an Associate (law enforcement) or Baccalaureate degree (in any field) at any accredited college or university. Proof of such achievement shall be a photocopy of an Official School Diploma, NOT a report card or other such notice.

The City of Willoughby Hills only considers as acceptable those degrees from degree granting institutions approved by one of two nationally recognized accredited organizations – either the U.S. Department of Education or the Council for Higher Education.

COMPUTING CREDIT:

To receive extra credit, applicant must first attain a passing score of 70% or more on the written examination. Credit will be determined by adding the following points to the score and shall be added to the total score as follows:

2 POINTS: U.S. Military Service (Honorable discharge or active service)

3 POINTS: Completion of an Associate Degree (Criminal Justice Related)

6 POINTS: Completion of a Baccalaureate Degree or Higher (Any Discipline)

Maximum Education Points allowed is six (6) points.

1 POINT PER EVERY SIX MONTHS OF PART-TIME EMPLOYMENT WITH CITY OF WILLOUGHBY HILLS (maximum 8 points total for all categories)

******MAXIMUM EXTRA CREDIT ALLOWED TO ANY ONE APPLICANT IS EIGHT (8) POINTS**

THE POSITION:

The purpose of this examination is to create an ELIGIBILITY LIST from which applicants may be certified for appointment to the Willoughby Hills Police Department as police officers.

SCALE:

The Salary Schedule as stated in the agreement between the City of Willoughby Hills and the Ohio Patrolmen's Benevolent Association is in effect.

All newly hired employees will start at step 1 and will be required to serve a probationary period of twelve (12) months. During such period, the Employer shall have the sole discretion to discipline or discharge such employee and any such action shall not be subject to appeal through any grievance or appeal procedure to the Civil Service Commission. New hires may petition the appointing authority for a lateral transfer on a case by case basis.

The material provided on these pages is for information purposes only the information provided is that currently available to the Civil Service Commission, which is not responsible for any errors.

Any person desiring information regarding the position of Police Officer and/or details regarding this test or procedures that are not covered herein should submit his/her question(s) in writing to the secretary of the Civil Service Commission at the address shown on the first page. **Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.** No telephone inquiries will be accepted.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.

Neither the Civil Service Commission nor the City of Willoughby Hills are intending to create a contract and the contents of this form are for informational purposes only.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.

Entry Level Police Officer